

Instructions for Completing the Cover Sheet and Budget Category Itemization

Application and materials must be received by **4:30 p.m. Friday, October 5, 2012**. If materials are not received by the deadline, your locality **will not** be considered for continuation funding for calendar years 2013-2014.

The applicant must submit one (1) original application and three (3) copies. Copies may be front and back.

Please mail completed application and materials to:

**Grants Administration
ATTN: Janice Waddy
Department of Criminal Justice Services
Division of Programs and Services
1100 Bank Street. 12th Floor
Richmond, VA 23219**

Applicants should submit a separate grant application cover sheet and itemized budget for each calendar year of the 24-month funding cycle.

Applicant:

List the name of your locality. Funding will be distributed to Commonwealth's Attorneys' offices through the local unit of government.

Jurisdiction(s):

List the name of your locality.

Program Title:

List "Office of the Commonwealth's Attorney."

Grant Period:

For CY2013, list "January 1, 2013 - December 31, 2013."

For CY2014, list "January 1, 2014 - December 31, 2014."

Type of Application:

Applicants who received funding during the 2011-2012 grant cycle, should check "Continuation," and should also include their **current** grant number.

Project Director, Project Administrator, and Finance Director:

Project Director: List the name of the Commonwealth's Attorney, or other person at the local level whom DCJS can contact, if further information is needed.

Project Administrator: List the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

Note: *The three people listed on the cover sheets must be three separate individuals. It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.*

Brief Project Description:

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the target number of cases that you anticipate will be prosecuted using Virginia Sexual and Domestic Violence Victim Fund monies during the proposed grant period.

For example:

Funds from the Virginia Sexual and Domestic Violence Victim Fund will be used to support the personnel costs of a part-time attorney to further dedicate existing resources to prosecuting misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. It is estimated that 300 cases will be prosecuted with support from the VSDVVF from January 1, 2013 to December 31, 2013. A portion of the award will also be used to support training and associated costs for project personnel.

Or:

Funds from the Virginia Sexual and Domestic Violence Victim Fund will be used to support the personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. It is estimated that 300 cases will be prosecuted with support from the VSDVVF from January 1, 2014 to December 31, 2014. A portion of the award will also be used to support training and associated costs for project personnel.

Project Budget Summary:

List the totals from each category. Verify that these figures match the budget totals on the Itemized Budget (Attachment 3B). Round all figures to the nearest dollar.

There are no matching funds required for this grant program.

Budget Category Itemization:

Itemize personnel costs and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar.

1. Personnel/Employees

- **For salaries:** List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.
- **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee.

2. Travel

Applicants requesting funds in the travel category must provide a budget narrative outlining requested expenses. Applicants should provide as much information about requested training and travel as is known at the time of application. If specific details are not known at the time of application, provide estimates of costs and list the staff that will benefit from the training and travel.

Funds may be used to support training and associated travel costs for VSDVVF project staff or other staff of the Commonwealth's Attorney's office working on domestic violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training supported by VSDVVF funds must be directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Justify training related travel expenses by documenting that grant funds will be used exclusively to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

Applicants should request only travel costs (mileage, lodging and subsistence) in the travel category. Training registration fees will be listed in the “Supplies & Other Expenses” category.

Should resources allow, applicants are encouraged to request funding to support attendance at statewide training events including events sponsored by the Commonwealth’s Attorneys’ Services Council.

Applicants are also encouraged to attend training events focused on increasing skills in prosecuting domestic violence, sexual assault, and stalking cases. Trainings offered by the National District Attorneys Association are also recommended, including the following:

- Annual National Multidisciplinary Conference on Domestic Violence

Course and registration information can be found on the NDAA website at: http://www.ndaa.org/upcoming_courses.html

3. Supplies and Other Operating Expenses

Applicants may request funds to support the cost of training registration fees in the supplies & other category. Registration costs may be requested for VSDVVF project staff or other staff of the Commonwealth’s Attorney’s office working on domestic violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training supported by VSDVVF funds must be directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

In the Supplies/Other category, VSDVVF funds may only be used for training registration fees directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases. VSDVVF funds may **not** be used to support the purchase of office supplies or other operating expenses.